

UNCLASSIFIED INTERNAL  
USE ONLY CONFIDENTIAL SECRET

Approved For Release Under E.O. 14176 DDCR 08 APR 2004 000400060002-3

SUBJECT: (Optional)

Promotion Certificates

## DDA Registry

PERS-1

Executive Registry

78-8653/1

FROM: John F. Blake  
 Deputy Director for Administration  
 7D 24 Hqs

EXTENSION NO.

DDA 78-0807/2

DATE

4 April 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Director of Central Intelligence

05 APR 1978

5 APR 1978

Sir:

Attached for your consideration are the promised promotion certificates as devised by OTS.

  
John F. Blake

## Distribution:

Orig RS - DCI  
 1 - DDCI  
 1 - ER  
 1 - DDA

78-8653/1

25X1A

1. <b>DCI</b>	4/5	20 APR 1978	<i>[Signature]</i>
2. <b>EO/DDA</b>	4/10		<i>[Signature]</i>
3. <b>DDA</b>	10 APR 1978		<i>[Signature]</i>
4. <b>D/Personnel</b>			
5. <b>Att: Mr. James</b>			
6. <b>5E58 Hqs</b>			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

10 APR 1978  
*[Signature]*

*Left hand for  
signature  
for other pls  
Great -*

DDA Registry

File Pers - 1

Promotion Certificates

John F. Blake  
Deputy Director for Administration  
7D 24 Hqs

5454

DDA 78-0807/2  
4 April 1978

Director of Central  
Intelligence  
7D 5607 Hqs

Sir:

Attached for your consideration  
are the promised promotion certificates  
as devised by OTS.

T/s/ Jack Blake

John F. Blake

Distribution:

Orig RS - DCI

1 - DDCI

1 - ER

~~1~~ - DDA Subj

1 - DDA Chrono

1 - JFB Chrono

DDA:JFBlake:kmg (4 Apr 78)

# the Central Intelligence Agency



This Certificate  
of Promotion  
is Presented to

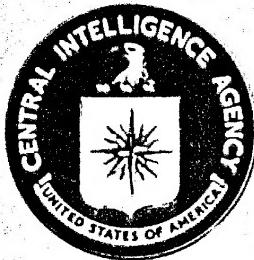
JOHN DOE GS-10

JUNE 30, 1978

In Recognition of  
Demonstrated Ability,  
Loyal Service and  
Dedication to Duty

Director of Central Intelligence

# the Central Intelligence Agency



*This Certificate of Promotion  
is Presented to*

JOHN DOE GS-10

*In Recognition of Demonstrated Ability,  
Loyal Service and Dedication to Duty*

JUNE 30, 1978

Director of Central Intelligence

The United States of America



# Central Intelligence Agency

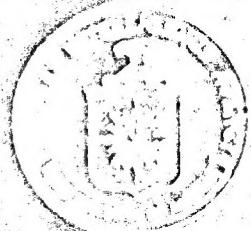
*This Certificate of Promotion  
is Presented to*

*John Doe  
GS-16  
30 June 1978*

*Supergrade Rank Recognizes  
Your Valuable Contribution  
to the  
National Intelligence Effort*

*Director of Central Intelligence*

The  
United  
States of  
America



Central  
Intelligence  
Agency

This Certificate  
of Promotion  
is Presented to

John Doe

GS-16

Supergrade Rank  
Recognizes Your Valuable  
Contribution to the  
National Intelligence Effort

30 June 1978

*Director of Central Intelligence*

20 MAR 1978

78-CIA

DD/A Registry
78-080711

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Promotion Certificates  
REFERENCE : DDA Memo 78-0807, dtd. 28 Feb 78

1. In response to the referent memorandum we have prepared the attached six draft promotion certificates. There are three possible certificates for the grades up to GS-15 and three certificates which could be used, with necessary modification, for supergrade, SPS and EP promotions.

2. We have delivered these drafts to OTS to prepare mock-ups of a quality suitable for presentation to the Director. All artists are currently assigned to a high priority project and it could be as long as two weeks before the certificates are ready.

3. The OTS representatives are anxious to assist us in any way possible. In addition to our concepts, they would like to develop an original design. This would be very desirable since we have had to borrow from existing certificates to draft our proposals. It is, therefore, recommended that we defer further consideration of the promotion certificates until the OTS mock-ups are completed. We will, of course, do everything in our power to encourage the early completion of the project.

STATINTL

F. W. M. Janney

Atts

"To 3

"This merely represents a status report on a matter concerning which you have interest.

/s/Jack Blake  
Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060002-3  
"P.S. Will hold off until Para 3 content available before showing you examples."

DDA Registry

No Pers

DDA 7-4007

28 February 1978

MEMORANDUM FOR: Director of Personnel  
FROM: John F. Blake  
Deputy Director for Administration

Fred:

1. The Director has asked that we give consideration to developing a type of certificate which would be given to employees upon their promotion. Such certificates, obviously, could be retained only by those who are not in a cover status.

2. Would you please undertake the necessary work to have several exemplars of certificates drawn up. I would suggest that one type be used for the grades up to GS-15 and another type be used for the supergrades. I would further suggest they be designed for the Director's signature and I am sure we can obtain his permission to use the autopen.

3. If you have any particular viewpoints on this matter, please furnish them to me at the time you forward the draft certificates.

78/ Jack

John F. Blake

Distribution:

Orig - D/Pers  
✓ - DDA ~~subj~~ chrono  
1 - JFB Chrono

DDA:JFBlake:kmg (28 Feb '78)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  
Approved For Release 2001/07/07 : CIA-RDP81-00142R000400060002-3  
UNCLASSIFIED CONFIDENTIAL SECRET

## OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Administration		
2	EO/DDA	4/4	hasseen
3	ADDA	4 APR 1978	hj
4	DDA		
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

### Remarks:

Jack:

This package completes the examples you asked for.

*F. W. M. Janney*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

APR 10 1978

Director of Personnel

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060002-3  
UNCLASSIFIED CONFIDENTIAL SECRET

78-720  
20 MAR 1978

DD/A Registry  
78-0807/1

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Promotion Certificates  
REFERENCE : DDA Memo 78-0807, dtd. 28 Feb 78

1. In response to the referent memorandum we have prepared the attached six draft promotion certificates. There are three possible certificates for the grades up to GS-15 and three certificates which could be used, with necessary modification, for supergrade, SPS and EP promotions.

2. We have delivered these drafts to OTS to prepare mock-ups of a quality suitable for presentation to the Director. All artists are currently assigned to a high priority project and it could be as long as two weeks before the certificates are ready.

3. The OTS representatives are anxious to assist us in any way possible. In addition to our concepts, they would like to develop an original design. This would be very desirable since we have had to borrow from existing certificates to draft our proposals. It is, therefore, recommended that we defer further consideration of the promotion certificates until the OTS mock-ups are completed. We will, of course, do everything in our power to encourage the early completion of the project.

(Signature of F. W. M. Janney)

F. W. M. Janney

Atts

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

PROMOTION CERTIFICATES

DD/A Registry  
File Personnel-1

FROM:	F. W. M. Janney Director of Personnel 5 E 58, Hq.	EXTENSION	NO.
	J	6825	
TO: (Officer designation, room number, and building)	DDA 10078 w/ 21 MAR 1978	DATE RECEIVED	OFFICER'S INITIALS
1. Deputy Director for Administration 7 D 18, Hq.	21 MAR 1978	FORWARDED	
2.			
3.			
4.			
5.			

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Agree  
To 3  
This merely represents a status report or a matter concerning which you have interest.  
[Redacted]

25X1A

To 3  
"This merely represents a status report on a matter concerning which you have interest.  
P.S. Will hold off until Para 3 content available before showing you examples."  
/s/Jack Blake

DDA:JFBlake:kmg (21 Mar 78)

Distribution:

Orig RS - DDCI w/Orig att  
1 - DDCI  
1 - ER

1 - DDA Subj  
1 - DDA Chrono  
1 - JFB Chrono

Att: Memo dtd 20 Mar 78 to DDA fr D/Pers, subj:  
Promotion Certificates (DDA 78-0807/1) w/o atts

P.S. Will hold off until To 3 content available before showing you examples

13.

14.

15.

PNS 78 720

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060002-3

17 March 1978

MEMORANDUM FOR: Director of Personnel

STATINTL

FROM : [REDACTED]  
Chief, Benefits and Services Division

SUBJECT : Promotion Certificates

REFERENCE : Memo from DDA to D/Pers, same subject,  
dated 28 February 1978

[REDACTED] REFERENCE

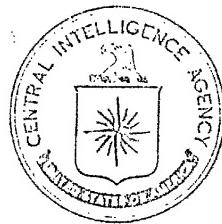
1. On 17 March 1978 we delivered to OTS 6 suggested drafts of certificates of promotion - 3 for supergrades and 3 for other grades. Copies of these suggested certificates are attached. The OTS representative was most cooperative and in addition to our concepts wanted to have one of his artists design a certificate on his own for our consideration. The difficulty is in the time it will take to prepare mock-ups of these certificates of a quality acceptable for presentation to the Director. All artists are currently assigned to a high priority project and it could be as long as 2 weeks before our certificates are ready.

2. May we suggest that the attached xerox copies of the concepts presented to OTS be shown to the DDA to advise him of the status of this project and that the OTS mock-ups be delivered as soon as they are produced.

[REDACTED] STATINTL

Atts

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060002-3



# Central Intelligence Agency Certificate of Promotion

PRESENTED TO

JOHN JONES, GS-6

IN RECOGNITION OF DEMONSTRATED ABILITY, LOYAL SERVICE  
AND DEDICATION TO DUTY.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060002-3

# The Central Intelligence Agency



THIS CERTIFICATE OF PROMOTION

IS PRESENTED TO

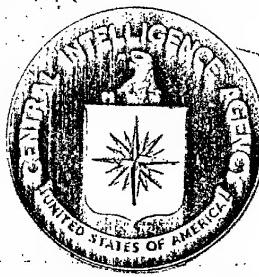
JOHN JONES, GS-6

IN RECOGNITION OF DEMONSTRATED ABILITY, LOYAL SERVICE  
AND DEDICATION TO DUTY.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE

# The Central Intelligence Agency



PRESENTS THIS

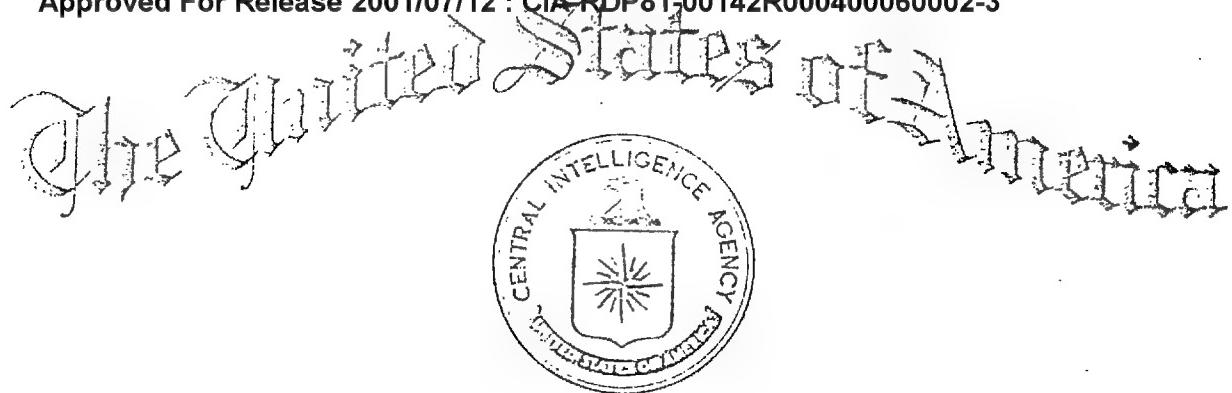
CERTIFICATE OF PROMOTION

TO

JANE JONES, GS-II

IN RECOGNITION OF DEMONSTRATED ABILITY, LOYAL SERVICE  
AND DEDICATION TO DUTY

DIRECTOR OF CENTRAL INTELLIGENCE



# The United States of America Central Intelligence Agency

PRESENTS THIS

CERTIFICATE OF PROMOTION

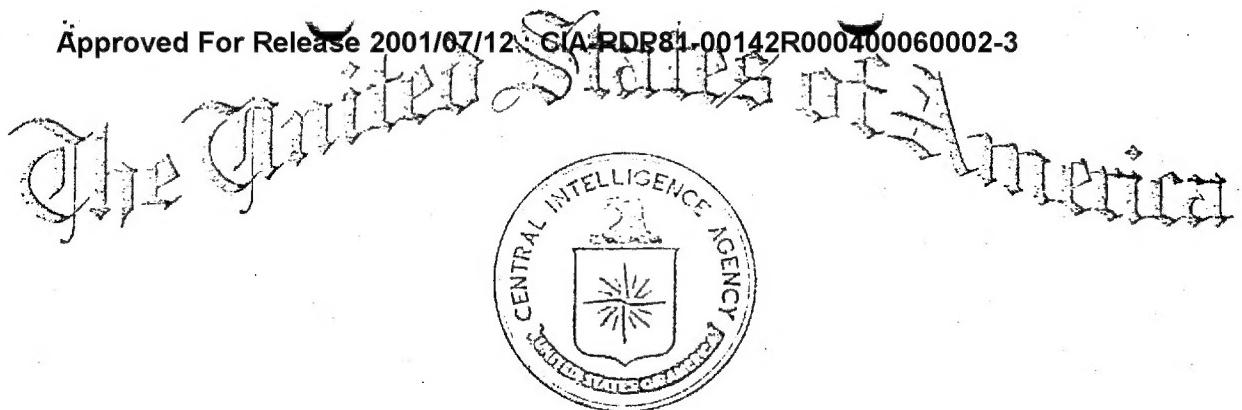
TO

MR. ROBERT A. SMITH, SPS-5

THE VALUABLE CONTRIBUTION YOU HAVE MADE TO THE NATIONAL  
INTELLIGENCE EFFORT IS RECOGNIZED BY THIS SCIENTIFIC  
PROMOTION.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE



# The United States of America Central Intelligence Agency

PRESENTS THIS

CERTIFICATE OF PROMOTION

TO

MR. ROBERT A. SMITH, GS-16

SUPERGRADE RANK RECOGNIZES YOUR VALUABLE CONTRIBUTION  
TO THE NATIONAL INTELLIGENCE EFFORT.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE



# The United States of America Central Intelligence Agency

PRESENTS THIS

CERTIFICATE OF EXECUTIVE PROMOTION

TO

ROBERT A. SMITH

WHOSE PROMOTION TO ... IS IN RECOGNITION OF VALUABLE  
CONTRIBUTION TO THE NATIONAL INTELLIGENCE EFFORT.

15 MARCH 1978

DIRECTOR OF CENTRAL INTELLIGENCE

18-480

DDA 78-0807

28 February 1978

MEMORANDUM FOR: Director of Personnel

FROM: John F. Blake  
Deputy Director for Administration

Fred:

1. The Director has asked that we give consideration to developing a type of certificate which would be given to employees upon their promotion. Such certificates, obviously, could be retained only by those who are not in a cover status.

2. Would you please undertake the necessary work to have several exemplars of certificates drawn up. I would suggest that one type be used for the grades up to GS-15 and another type be used for the supergrades. I would further suggest they be designed for the Director's signature and I am sure we can obtain his permission to use the autopen.

3. If you have any particular viewpoints on this matter, please furnish them to me at the time you forward the draft certificates.

STATINTL

John F. Blake

Distribution:  
Orig - D/Pers  
2 - DDA

DD/A Registry  
file Pers -1

DDA 78-0807

28 February 1978

MEMORANDUM FOR: Director of Personnel

FROM: John F. Blake  
Deputy Director for Administration

Fred:

1. The Director has asked that we give consideration to developing a type of certificate which would be given to employees upon their promotion. Such certificates, obviously, could be retained only by those who are not in a cover status.

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/s/ Jack

John F. Blake

Distribution:

Orig - D/Pers  
2 - DDA ~~subj~~ chrono  
1 - JFB Chrono

DDA:JFBlake:kmg (28 Feb 78)